



# Agent Interview Checklist

-  Professionalism
-  Area Expertise
-  Track Record

## Real Estate Agent Interview Checklist

There is no such thing as too much information when it comes to purchasing a house. The more information you have as a buyer, the better prepared you will be to make an offer that is fair and acceptable to the seller.

Agents work on behalf of their buyers if a Buyer's Representation Agreement has been signed. Agents possess the ability to address buyers' concerns, answer questions and above all, they are available to provide vital information from the sellers and provide you with current market statistics. Typically if there is no agreement signed, agents will work with buyers, but it's advisable to have a legal document outlining all the benefits you receive as a buyer. All of this should be achieved in an ethical and professional manner.

It is important that the chosen agent meets your needs. The following interview checklist can be used to assess an agent's suitability.



## 1. Area Knowledge

Buyers need an agent that has a good, in-depth knowledge of the areas that are of interest to them. This knowledge should include, but is not limited to:

- Amenities
- Schools
- Local by-laws
- Crime rates
- Local health care provision
- House sales

## 2. Experience

Requesting information on the agent's experience and education is essential. An agent learns by doing, so an experienced agent can be a beneficial asset in the home buying process.

However, it is in buyers' interest to ensure that an experienced agent keeps up with legal requirements and changes in the market. The agent should be able to provide proof of continued professional development and education.

An alternative is to choose a relatively inexperienced agent. They may have more current knowledge and a fresh approach. New agents will also be driven to establish their reputation and gain references.

## 3. References

A buyer should never be afraid of asking for the contact details of previous clients. Buyers should not settle for pre-written references and recommendations. They should contact past clients, so they can ask questions that are important to them.

## 4. Licenses

Agents need to be licensed and should be willing to provide proof of their licenses. If these details are not readily available, it should raise serious concerns for the buyer.

## 5. Closure Rate

You need to know they are successful for a range of clients and not just those whose reference details have been provided.

An agent may provide excellent service, but if they are only able to complete the sale for half their clients then there is something missing in their approach. Buyers should not jump to conclusions about lower than expected closure rates. Request explanations, particularly if the numbers include cancelled agreements.

## 6. Documentation/ Buyer's Representation Agreement

A buyer should never sign anything they have not read carefully. The agent should provide documentation in advance, with enough time to read everything and raise questions. Remember if you don't have a signed Buyer's Representation Agreement and you are using the listing agent, the agent has a legal obligation to have the seller's interest at heart. Most agents will negotiate a fair transaction regardless, but it is something you should be aware of as a buyer.

## 7. Any Other Questions

Any additional questions that come to mind should be added to your personalized checklist. Use this checklist when interviewing several agents from different companies. It will assist in ensuring that the chosen agent is the perfect agent for you.



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